



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

NOTICE
JO
N7210.633

Cancellation Date:
August 31, 2007

SUBJ: Facility Directives Repository

- 1. Purpose.** This order establishes a standardized, FAA *intranet-based* repository archive containing all Letters of Agreement, Standard Operating Procedures, and Facility Administrative Orders developed and executed at en route, terminal, and flight service facilities throughout the National Airspace System. The FAA will use the repository as an internal reference resource, accessible to FAA employees and authorized support personnel. This national archive is called the *Facility Directives Repository*.
- 2. Who This Notice Affects.** FAA personnel and FAA-contracted Air Traffic Control Facilities whose responsibilities include or are affected by the Letters of Agreement (LOA), Standard Operating Procedures (SOP), or Facility Administrative Orders (FO).
- 3. Effective Date.** This notice is effective September 1, 2006.
- 4. Distribution.** Selected offices and services within Washington Headquarters; William J. Hughes Technical Center; Mike Monroney Aeronautical Center; Eastern, Central, and Western En Route and Terminal Service Centers; Eastern, Western and Alaskan Flight Services Service Centers; Air Traffic Control System Command Center; and all Air Traffic Facilities.
- 5. Document Availability.** The repository is available at <https://loa.faa.gov> on the FAA intranet. This notice is available on the Directives Management Information System (DMIS) at <http://dmis.faa.gov>. Requirements and responsibilities contained in this order will be included in revisions to FAA Order 7210.3, Facility Operations and Administration.
- 6. Background.** FAA personnel need access to the information contained in the subject documents to support various FAA business activities, including research and engineering services. A centralized, automated system promotes common availability and ensures information currency while minimizing the administrative workload for field facilities to continuously respond to ad hoc requests.
- 7. Responsibilities.**
 - a.** The Vice-Presidents for En Route & Oceanic Services develops processes within the service unit to ensure repository entry functions are discharged effectively.
 - b.** The Vice-President for Operations Planning Services administers system functions, access to the internet mirror site, and site operation and maintenance.
 - c.** The Vice-President for Safety Services oversees compliance with this notice.
 - d.** The Vice President for System Operations Services administers user functions and develops processes within the service unit to ensure repository entry functions are discharged effectively.

e. The Vice President for Terminal Services develops processes within the service unit to ensure repository entry functions are discharged effectively.

8. Action.

a. FACILITY MANAGERS must, within 90 days of the effective date of this notice:

- (1) Post all current facility LOA's, SOP's, and FO's to the repository site.
- (2) Post new or revised LOA's, SOP's, and FO's to the repository on the effective date of the document.
- (3) Establish an internal administrative process to ensure the posting, completeness, and accuracy of their facility's documents in the repository.
- (4) Ensure *Classified* or *For Official Use Only* information is redacted or excluded from posted documents.

b. HUB MANAGERS must, within 90 days of the effective date of this notice:

- (1) Help post documents, required in 8.a.(1) and (2) above, for facilities that do not have FAA intranet access or automation capability.
- (2) Establish an administrative process to ensure facility compliance.
- (3) Ensure *Classified* or *For Official Use Only* information is redacted or excluded from posted documents.

c. SAFETY/ QUALITY ASSURANCE OFFICES must, within 90 days of the effective date of this notice, include compliance with this notice in facility evaluation checklists.

9. Policy and Procedures. The repository is an intranet site within the FAA automation network firewall at <https://loa.faa.gov>.


a. Policy.

- (1) Personnel with access to the FAA intranet may view documents without the need for a log-in/user account.
- (2) Personnel external to the firewall, including researchers and contract support, may view documents on a mirrored internet site with authorization by an FAA sponsor. Access to the mirror site requires a UserID and password that are valid only for the period necessary to execute the sponsored activity. Contact information and instructions are available on the internet site.
- (3) Personnel responsible for maintaining the facility's documents must register with the site to establish a user account.
- (4) A facility may have up to three user accounts. You can find user information in the user's manual maintained on the site's homepage.

b. Procedures.

(1) *User Account Approval.* Facility/Hub managers are the approving authority for user account privileges for their facility. These privileges permit an individual to manage the documents in the repository for that facility. Individuals designated by the facility/hub manager must complete the electronic registration page provided on the site. The site will generate an e-mail notification to the facility/hub manager when an individual is requesting account privileges. The notification will provide the facility/hub manager an automated link to approve the user for their facility. If approved, the registering user will an e-mail notification of the approval.

(2) Direct any problems or questions with the site, registration, or individual accounts to the contact individual(s) identified on the site's homepage..

A handwritten signature in black ink, appearing to read "R. G. Chew", with a long horizontal stroke extending to the right.

Russell G. Chew
Chief Operating Officer
Air Traffic Organization